

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Sheriff - Coroner	(2) MEETING DATE 4/16/2013	(3) CONTACT/PHONE Ian Parkinson 781-4540	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List in FC 136 – Sheriff-Coroner adding a 1.00 FTE Sheriff's Forensic Laboratory Specialist and a 0.50 FTE Laboratory Assistant II position.			
(5) RECOMMENDED ACTION It is recommended that your Board approve and direct the Chair to sign a resolution amending the Position Allocation List (PAL) to add a 1.00 FTE Sheriff's Forensic Laboratory Specialist and a 0.50 FTE Laboratory Assistant II in FC 136 – Sheriff-Coroner. A four-fifths (4/5ths) vote of the Board is required.			
(6) FUNDING SOURCE(S) General Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$120,810.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____ ) <input type="checkbox"/> Board Business (Time Est. ____ )			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Analyst			
(18) SUPERVISOR DISTRICT(S) All Districts -			

## County of San Luis Obispo



TO: Board of Supervisors

FROM: Sheriff - Coroner / Ian Parkinson  
781-4540

DATE: 4/16/2013

SUBJECT: Submittal of a resolution amending the Position Allocation List in FC 136 – Sheriff-Coroner adding a 1.00 FTE Sheriff's Forensic Laboratory Specialist and a 0.50 FTE Laboratory Assistant II position.

### **RECOMMENDATION**

It is recommended that your Board approve and direct the Chair to sign a resolution amending the Position Allocation List (PAL) to add a 1.00 FTE Sheriff's Forensic Laboratory Specialist and a 0.50 FTE Laboratory Assistant II in FC 136 – Sheriff-Coroner. A four-fifths (4/5ths) vote of the Board is required.

### **DISCUSSION**

As it exists today, the Sheriff's Crime Lab's main functions are to provide local, state, and federal agencies with evidence processing, suspect identification, advice, and training. The Crime Lab is currently staffed by two Forensic Specialists, a Forensic Laboratory Specialist, a CAL-ID Coordinator, and temporary help staff. Tasks performed by the Crime Lab include: crime scene response, evidence collection and storage, DNA sample collection and shipping, finger printing (including management of fingerprint systems for patrol cars and fingerprint records), urine drug analysis (for DUI, health and safety code, and parole and probation violations), drug and alcohol testing for Suspected Abuse Response Team (SART), suspected controlled substance testing (pills, powders, crystals, etc.), and providing assistance to other law enforcement agencies. In addition, Crime Lab staff members are responsible for testifying as Expert Witnesses in their field of expertise. Lastly, Crime Lab staff members provide orientations for Grand Jury, Citizen's Academy, Atascadero State Hospital, and other agencies that may request information. The ability to handle the above mentioned services in-house, rather than contracting with external laboratories, allows for the most timely, cost effective processing of cases.

The Crime Lab's toxicology and chemistry responsibilities are completed by a Forensic Laboratory Specialist and temporary help staff and include analyzing cases from the Sheriff's Office, as well as other law enforcement agencies (also known as "Assist Other Agencies" or AOA) throughout the County. Since 2007, the number of cases analyzed in the Crime Lab is as follows:

Fiscal Year	Sheriff's Cases	AOA Cases	Total Cases	% Incr
2007-08	335	666	1,001	
2008-09	403	620	1,023	2%
2009-10	369	804	1,173	15%
2010-11	437	1,396	1,833	56%
2011-12	497	1,480	1,977	8%
2012-13	592	1,775	2,367	20%

As noted, there has been a progressively increasing caseload volume in recent years. In part, the increase is due to a new testing menu made available through work done under a Laboratory Improvement Grant.

Revenue generated by the Crime Lab to perform various testing for AOA has also increased due to the high volume, as well as in-house savings to the County for various testing. It is as follows:

Fiscal Year	Lab Fee Revenue	In-House Savings	Total
2010-11 actual	\$60,306	\$22,826	\$83,132
2011-12 actual	\$69,384	\$33,417	\$102,801
2012-13 projected	\$77,052	\$37,656	\$114,708
2013-14 budgeted	\$86,400	\$40,000	\$126,400

For the past 27 years San Luis Obispo County has contracted with Forensic Laboratory Services, Inc. for the purposes of assisting in the investigation and detection of crimes and the apprehension or prosecution of criminals through forensic analysis. Forensic Laboratory Services, Inc. has performed in house testing for abused drugs in samples where the alcohol level was low or negative. These "low blow" tests are used to confirm that the individual is over the legal limit for alcohol in their system. In addition, Forensic Laboratory Services, Inc. has provided necessary equipment and training at the county jail, police departments, and other locations as part of the contract. Effective July 1, 2013, Forensic Laboratory Services Inc. will no longer exist due to the retirement of the owner, Sandra Rakestraw.

As a result, the Sheriff's Office began a search to source another provider. After thorough review and research, it became apparent that there are not any private or public laboratories that can provide timely, cost-effective forensic alcohol laboratory services to San Luis Obispo County law enforcement agencies. The Department of Justice (DOJ) in Santa Barbara was the nearest laboratory location we could consider contracting with; however based on previous experience, it was determined that the Santa Barbara DOJ is not a viable solution for providing forensic alcohol services to our County. Upon further analysis, it was determined that the Sheriff's Office Crime Lab has the capability to be able to provide the services.

However, as it exists today, the Lab does not meet the California Department of Public Health's requirements to be able to perform alcohol analysis. To comply with regulations and meet the California Department of Public Health's requirements, the laboratory must employ at least one "forensic alcohol supervisor" who must be qualified by the Department. While the Sheriff's Office Crime Lab currently employs one Sheriff's Forensic Laboratory Specialist, the incumbent does not possess two years of experience in performing forensic alcohol analysis, which is clearly defined and required to qualify as a "forensic alcohol supervisor". Accordingly, without the addition of a Sheriff Forensic Laboratory Specialist that possesses the required experience under California Department of Public Health guidelines, the Sheriff's Crime Lab cannot provide the County law enforcement agencies with forensic alcohol analysis services.

With the caseload increase trends noted above, the maintenance required for the new test menu, and the addition of forensic alcohol services, there is sufficient amount of workload demands that will be of an on-going nature and therefore warrant permanent positions. To provide forensic alcohol services to the County, as well as maintain current levels of service and productivity in the Crime Lab, the Sheriff's Office is requesting the addition of a permanent 1.00 FTE Sheriff Forensic Laboratory Specialist, to serve as the qualified forensic alcohol supervisor, and a 0.50 FTE Laboratory Assistant II, to replace the existing temporary help position. Human Resources has reviewed and approved the addition of the 1.00 FTE Sheriff Forensic Laboratory Specialist and a 0.50 FTE Laboratory Assistant II positions as to classification and employment type.

The Crime Lab has grown and expanded since it was first established. In the coming months the Sheriff's Office will be studying the original model for the operation and funding of the Lab, its current state, and the Sheriff's intent for its future operations. A business case for its future operating model will be produced and reviewed with the Administrative Office.

### **OTHER AGENCY INVOLVEMENT/IMPACT**

This request has been coordinated with the Human Resources Department, as well as the District Attorney's Office.

### **FINANCIAL CONSIDERATIONS**

The projected cost to add the 0.50 FTE Laboratory Assistant II in the fourth quarter for FY 2012-13 is \$8,777. Salary savings from vacant positions will be used to cover the additional cost in FY 2012-13.

For FY 2013-14, the projected cost for total compensation (salary and benefits) for the 0.50 FTE Laboratory Assistant II is \$35,106. This position would replace the temporary help position currently included in the Sheriff's requested budgeted for FY 2013-14 at \$21,322. The addition of this position is therefore an annual expenditure increase of \$13,784.

The projected cost for total compensation for the 1.00 FTE Sheriff Forensic Laboratory Specialist position in FY 2012-13 is estimated be between \$10,000 and \$21,000 depending on how soon the position can be filled. Salary savings from vacant positions will be used to cover the additional cost in FY 2012-13. Beginning July 1, 2013, this position would replace the contract for Forensic Laboratory Services, Inc. This contract is currently offset by a combination of approximately \$40,000 of Blood Alcohol Fee revenue and approximately \$75,000 of General Fund support. In FY 2013-14 these funding sources will be used to offset the cost of the Forensic Laboratory Specialist position instead of the contract. In FY 2013-14 the addition of the 1.00 FTE Sheriff Forensic Laboratory Specialist position is \$125,704, an estimated expenditure difference of approximately \$10,000.

### **RESULTS**

This contract contributes to the County's Community-wide Results for a **Safe Community**: "The County will strive to create a community where all people—adults and children alike—have a sense of security and well being, crime is controlled, fire and rescue response is timely, and roads are safe."

### **ATTACHMENTS**

1. Resolution- Forensic Lab Spec and Lab Asst II